

COORDINATORS CHECKLIST - (TABLE VIII)

For use of this form, see TC 8-800; the proponent agency is TRADOC.

The purpose of this checklist is to help the coordinator establish a quality control process for the evaluation. To achieve this, the coordinator (or designee) must personally oversee the various components of the SACMS-VT as presented in this checklist. Upon completing each control criterion, place a check in the space provided. If a check is not placed in the space provided, an explanation on why criterion was not met should be included on page 2 of this form. To ensure standardization of evaluation the coordinator should complete the checklist before an evaluation begins.

Evaluation Site: _____ Evaluation Date: _____
(YYYYMMDD)

A. ORGANIZATION OF THE EVALUATION

- ☐ Established three to five Simulated Trauma Casualties (STC)
- ☐ Scheduled the appropriate number of qualified skill station evaluators
- ☐ Reviewed qualification of skill station evaluators prior to the evaluation

B. FACILITIES

- ☐ Skill stations had adequate space to conduct the evaluation without interference
- ☐ Equipment was in working order
- ☐ An adequate variety of equipment was provided

C. SKILL STATION EVALUATORS

- ☐ Read and understood their role in the evaluation process
- ☐ Remained objective in recording each candidate's performance
- ☐ Did not introduce extraneous elements into the skill station
- ☐ Read the "Orientation Script" to each individual tested
- ☐ Did not show preference toward any agency or individual for any reason

D. ORIENTATION OF CANDIDATES AND SKILL STATION EVALUATORS

- ☐ Read the standardized orientation script clearly and completely
- ☐ Allowed adequate time for candidates to ask questions concerning the evaluation
- ☐ Oriented programmed STCs and Emergency Medical Treatment (EMT) assistance as required

E. CANDIDATES

- ☐ Instructed candidates concerning the practical evaluation re-test policy (per local Standing Operating Procedures (SOP))

F. SCORING THE PERFORMANCE

- ☐ Used proper criteria for determining the final grade of the candidate
- ☐ Recorded pass/fail on the Table VIII - Tracking Sheet, (DA Form 7442-R).

Signature Coordinator

EXPLANATION: